



GEOCACHING REGULATIONS - WAUKESHA COUNTY PARK SYSTEM

GEOCACHING IN THE WAUKESHA COUNTY PARK SYSTEM

Find a cache in the Waukesha County Parks! Geocaching is a popular outdoors "scavenger hunt" that uses a global positioning system (GPS) device and internet-published coordinates to locate a virtual or physical cache. A virtual cache may be an amazing view; a physical cache may be a trinket or logbook in a plastic container hidden under some leaves. Geocaching is an acceptable activity in the Waukesha County Park System when all the park guidelines and policies are followed – including paying the park entrance fees (when applicable) and parking in the appropriate designated areas.

TYPES OF GEOCACHING ALLOWED IN THE WAUKESHA COUNTY PARK SYSTEM

- **Virtual Caching:** (Preferred methods)
Coordinates of stationary landmarks guide participants to the virtual cache. Virtual caches are verified only by e-mailed photos of the cache site.
- **Physical Geocaching:**

Participants seek a hidden - **not buried/do not break ground** - physical cache. A waterproof container stores the trade item or logbook. For a letterbox cache, there is usually a logbook and rubber stamp. Participants mark their personal logbooks with the stamp from the letterbox, and use their own personal stamp to mark the letterbox's logbook. For a micro-cache, a small container such as a film canister is used.

BASIC GUIDELINES FOR GEOCACHING (for all participants)

- You must abide by all **Waukesha County ordinances**.
- You must conform to the "Leave No Trace" outdoor ethics guidelines, that is, take nothing but photographs, leave nothing but footprints. For more information on the principles of "Leave No Trace," visit the [**Leave No Trace Center for Outdoor Ethics website**](#)
- If you discover any illegal or hazardous materials in the cache, you must contact a Waukesha County Park System Administrative Office immediately at (262) 548-7790.

PLACEMENT OF A CACHE

- To place a physical or virtual cache, you **must have prior written permission** from the Waukesha County Park System. For each cache location, complete a separate **Permit Request Form (please see below)** and **provide a map (ex. Google Earth or similar map) with each permit request.**
- Geocaching is **not allowed** in
 - State Natural Area - Muskego Park hardwoods
 - Sensitive Areas: Those areas the Waukesha County Park System staff determine cannot tolerate human traffic or disturbance which includes portions of the parks & greenways.
- Cache may not physically change the character of the site. This includes but is not limited to disturbing/excavating soil, cutting vegetation, moving logs, etc. You must use the natural terrain and site conditions to hide the cache.
- Caches will not be allowed within the normal field of play at recreational facilities (i.e. sand beach areas, playgrounds, or multi-purpose sports fields). We also do not allow cache placement in golf courses, campgrounds, or dog exercise areas.
- Caches may not be placed adjacent to birdhouses or bird nests. Federal law protects nesting birds and disturbing their nest is a federal crime.
- Caches will not be allowed on slopes greater than 5%. However, caches may be allowed on the area above the slope or the foot of the slope.

PHYSICAL CACHE CONTENT

- The following items are not permitted in a physical geocache:
 - Food of any kind
 - Pocket knives or weapons of any kind
 - Illegal items such as drugs
 - Materials restricted from minors, such as, but not limited to, tobacco and alcohol
- The maximum capacity of any single physical geocache must not exceed one gallon
- All cache containers must be clearly labeled in large lettering with the word "Geocache" on the outside of the container, **especially old ammo cans.**
- All caches must contain your permit number inside the container.

MONITORING THE CACHE

You are responsible for monitoring the cache regularly - four times per year recommended - and reporting any vandalism or deterioration of property. If you discover any illegal or hazardous materials in the cache, you must contact a Waukesha County Park System Administrative Office immediately at (262) 548-7790.

MOVING OR REMOVING A CACHE

- You will not need to fill out a second permit form to remove a cache, but you will need to email the **Park Program Specialist** notifying Waukesha County Park System of the removal and provide the permit number if applicable.

- Geocache permits are valid for two years. If you wish to maintain your cache longer than two years, you will need to request an extension from the Park Program Specialist. If you do next extend your permit, you will need to remove and archive your cache once the permit is expired.
- A cache may be required to be moved if the Waukesha County Park System staff deems that the cache area is being over-used, or that volunteer trails are developing, or the site is being developed.
- A cache will be removed if the Waukesha County Park System staff determines that there is an unacceptable hazard to humans, an unacceptable level of damage to the environment, or it is not in compliance with policy. The Park Program Specialist shall make a reasonable effort to notify you of a removed cache. A removed physical cache will be stored for up to one week. If not claimed, it shall be disposed of as surplus property.

Please scroll down to the permit page.

Geocache Placement Notification Form

Permit

(Leave blank)

Notice: Provide all information requested on this form. Personally identifiable information collected will be used for program administration and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats.]

Applicant Information

Last Name	First Name	MI	Daytime Phone Number
Street Address			Evening Phone Number
City	State	ZIP Code	Email Address
Placement Action None	Cache Datum		Location Map Required
Property Name	Cache Coordinates	Latitude	Longitude

Detailed physical location description:

Container Name and Description:	Container contents:
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Conditions for Geocache Placement

- Geocaching is considered an acceptable outdoor recreational activity for most Waukesha County Park System properties. **Geocache placement restrictions can be found in the document "GEOCACHING REGULATIONS ON WAUKESHA COUNTY PARK SYSTEM PROPERTY," which can be found at (www.waukeshacountyparks.com).** As always, the placement of a geocache shall conform to all applicable Waukesha County ordinances. **An approved permit is required from the Waukesha County Park System before a cache can be placed on Waukesha County Park System property.**
- Waukesha County Park System reserves the right to terminate this authorization for placement of a geocache container on Waukesha County Parks' land for any reason at any time. Waukesha County Park System agrees to make a reasonable effort to contact the geocache placer prior to termination of this approval to allow the placer to remove the geocache or move it to a new location. If the Waukesha County Park System is unable to contact the geocache owner/placer after a reasonable effort, Waukesha County Park System staff may remove the geocache.
- A geocache shall not be placed in areas that the Waukesha County Park System determines cannot tolerate human traffic or disturbance to the flora or soil. Such areas include, but are not limited to, stream banks, riparian zones, wetlands, prehistoric and historic archaeological sites, unique geological features, or unsafe areas.
- Cache Placement must be approved by Park System Conservation Biologist through the Park Program Specialist.

Applicant Certification

By signing this document I agree to the above rules, as well as all of the regulations as described in the document "GEOCACHING REGULATIONS ON WAUKESHA COUNTY PARK SYSTEM PROPERTY")

Signature of Authorized Representative	Date Signed
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Additional Information

Approval & Authorization

Waukesha County Park System reserves the right to terminate this authorization for placement of a geocache container on Waukesha County Parks' land for any reason at any time. Waukesha County Park System agrees to make a reasonable effort to contact the geocache placer prior to termination of this approval to allow the placer to remove the geocache or move it to a new location. If Waukesha County Park System is unable to contact the geocache owner/placer after a reasonable effort, Waukesha County Park staff may remove the geocache.

Waukesha County Park System Designee Signature	Date Approved	Office Phone Number
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